

Fieldwork and Expeditions

**Royal
Geographical
Society**

with IBG

Advancing geography
and geographical learning

● Educational Visits Co-ordinator: Training 2012

School visits have always been an integral part of a child's education providing the opportunity to develop key personal and social skills. The experience of outdoor and adventure activities can be invaluable. Recent tragic deaths of children on school visits have, however, brought the whole topic into focus and debate raised as to whether the risks of such visits outweigh the benefit. Understandably schools, parents and the Government are concerned about the future of school visits and how serious accidents and deaths can be prevented.

In 2002 the UK's Department for Educational and Skills (DfES) issued new guidance to schools as supplements to its good practice guide: Health and Safety of Pupils on Educational Visits (HASPEV). One of the main recommendations, contained in these documents, is that every school should appoint an Educational Visits Co-ordinator (EVC).

The EVC's role is to help the school fulfil its Health and Safety obligations for off-site school visits, by being involved in the planning and management of all educational visits including sporting fixtures and adventure activities led by school staff.

This course run in conjunction with the Independent Schools Adventure Activities Association (ISAAA) is primarily for Independent and Foundation schools. If you work within a Local Authority school many Outdoor Education Advisors Panel members are providing courses for new EVCs within their own Local Education Authority Schools. However, if this is not the case

you would be most welcome to attend a course at the Royal Geographical Society (with IBG). Each course covers the key legal and practical procedures required of a school's EVC. The training will make use of current government literature relating to school visits. Information regarding this can be found at <http://oeapeg.info>.

The training programme will include: roles and responsibilities; risk assessment and risk management; competence, leadership, supervision; what the EVC needs to know, and what the EVC needs to do.

By attending this course delegates will also earn 5 CPD points which can be put towards the yearly requirement of 35 CPD points to attain Chartered Geographer status. A certificate of attendance will be given for all delegates.

Date

Weds 8 February 2012 (RGS-IBG, London)

Tues 27 November 2012 (RGS-IBG, London)

Timing

9.45 to 17.00

Venue

Royal Geographical Society (with IBG)

1 Kensington Gore, London SW7 2AR

Cost

£190 (incl VAT) per person. The price includes course notes, lunch and refreshments.

School Members, Fellows and Ordinary Members of the RGS-IBG are entitled to a 10% discount.

To book please complete the booking form attached, and return it with payment to:
Geography Outdoors: the centre supporting field research, exploration and outdoor learning
Royal Geographical Society with IBG, 1 Kensington Gore, London SW7 2AR.
tel: 020 7591 3030 fax: 020 7591 3031 e-mail: go@rgs.org website: www.rgs.org/GOseminars

Fieldwork and Expeditions

Educational Visits Co-ordinator (EVC)

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Booking Form • One-day EVC Training Course at the RGS-IBG, London

First Name _____ Surname _____ RGS-IBG Member Y/N _____

Position _____

School _____ Membership no.: _____

Address _____

Postcode _____

Telephone number (day) _____ (evening/mobile) _____

Email address (preferred method of communication) _____

Where did you hear about this course? _____

Have you got any special dietary requirements or other needs we should be aware of? _____

I have a disability and would benefit by having the following help available: _____

To help us ensure that this course is relevant to your needs, please complete the details overleaf.

PAYMENT

I will be attending the EVC course on _____ 2012

I enclose a cheque for Standard price **£190** (incl VAT at 20%) / Membership price £171 (incl VAT at 20%) payable to **RGS-IBG**, OR

Please debit my Visa / MasterCard / Eurocard / Switch for £ _____

Card Number Expiry Date

Switch Issue Number

Signed _____ Date _____

Please send me an invoice at the above address

Invoices may be requested but must be settled in full before the date of the course

Confirmation of your booking will be sent out on receipt of payment.

No refunds on bookings cancelled less than 4 weeks before the seminar

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Educational Visits Co-ordinator Training • Booking Form continued

Details of planned out of school activities:

In order to increase the interactive nature, project specific content and overall benefit of the course it is important that we know as much about you and your planned off-site visits as possible. Please answer the following questions in as much details as possible.

Please summarise the range of off-site visits or activities you are involved with:

(include location, duration, age group of participants and purpose of visit)

Do you have any areas of particular concern or where you would like help / advice?

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Return completed form to
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